

IowaAccess  
Project Team 8 DRAFT Meeting Minutes  
**Tuesday, August 16, 1997**  
*Veterans Affairs, Federal Building*  
*Des Moines, Iowa*

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Project Team Present

Marty Adkins, *US Department of Agriculture*  
David Plazak, *Center for Transportation Research and Education*  
Harold Jensen, *Story County Engineer*  
Kevin Kane, *GIS Support Facility*  
Roger Patocka, *Iowa Lakes Community College*  
Stu Turner, *Siouxland Interstate Metropolitan Planning Council*

Staff

Tori Squires, *State Public Policy Group*

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**GIS Coordinator**

David Plazak reported that he and others from the IGIC met with David Arringdale of Information Technology Services to discuss filling the GIS Coordinator position. It was agreed that the coordinator should have good abilities to work, network, and communicate with people, while also possessing a good grounding in GIS. It is estimated that a coordinator will be hired and in place by November. Project 8 will continue working with Arringdale to fill the position.

**GIS Clearinghouse**

Marty Adkins noted that the Clearinghouse sub-committee met to review the proposals from Information Technology Services (ITS) and the State Library. The committee recommended the Clearinghouse be awarded to ITS.

It was requested that a committee be formed to work with Dave Arringdale to begin work on setting up the Clearinghouse, scoping out the job duties for the ITS staffperson will be assigned to the Clearinghouse, and other details. Stu Turner and Kevin Kane volunteered to work on this. It was also suggested that Bernie Hoyer be asked to participate. Plazak noted that Arringdale would like input on what the enhanced clearinghouse should look like. Team members should forward input to Arringdale on this.

**Education Component**

Roger Patocka reported that he is developing an RFP to provide GIS training. This will include a train-the-trainers element and will eventually include curricula for elementary, secondary, and post-secondary education. Patocka will pull together a group of individuals to finalize the RFP.

Kane also noted that on October 15 there will be educational workshop on metadata that the team may want to consider as part of the training aspect of the project. The cost would be approximately \$600.

#### **Executive Order**

Plazak noted that he has drafted an Executive Order that would formalize the IGIC. He has met with Jim Youngblood at ITS and they will be working with the Iowa Department of Management and the Governor's staff on finalizing this.

#### **Public Relations**

Plazak noted that he talked about GIS and the Clearinghouse at a recent state department heads meeting. He noted that most of the department heads attended as well as the Governor's Chief of Staff. He also suggested that the project team focus on public relations next spring when the Clearinghouse will be up and the Coordinator will be on board.